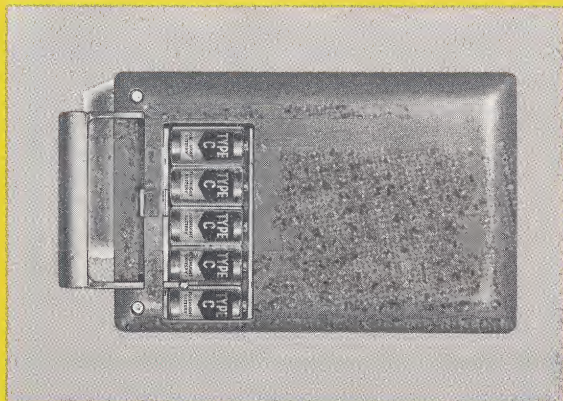




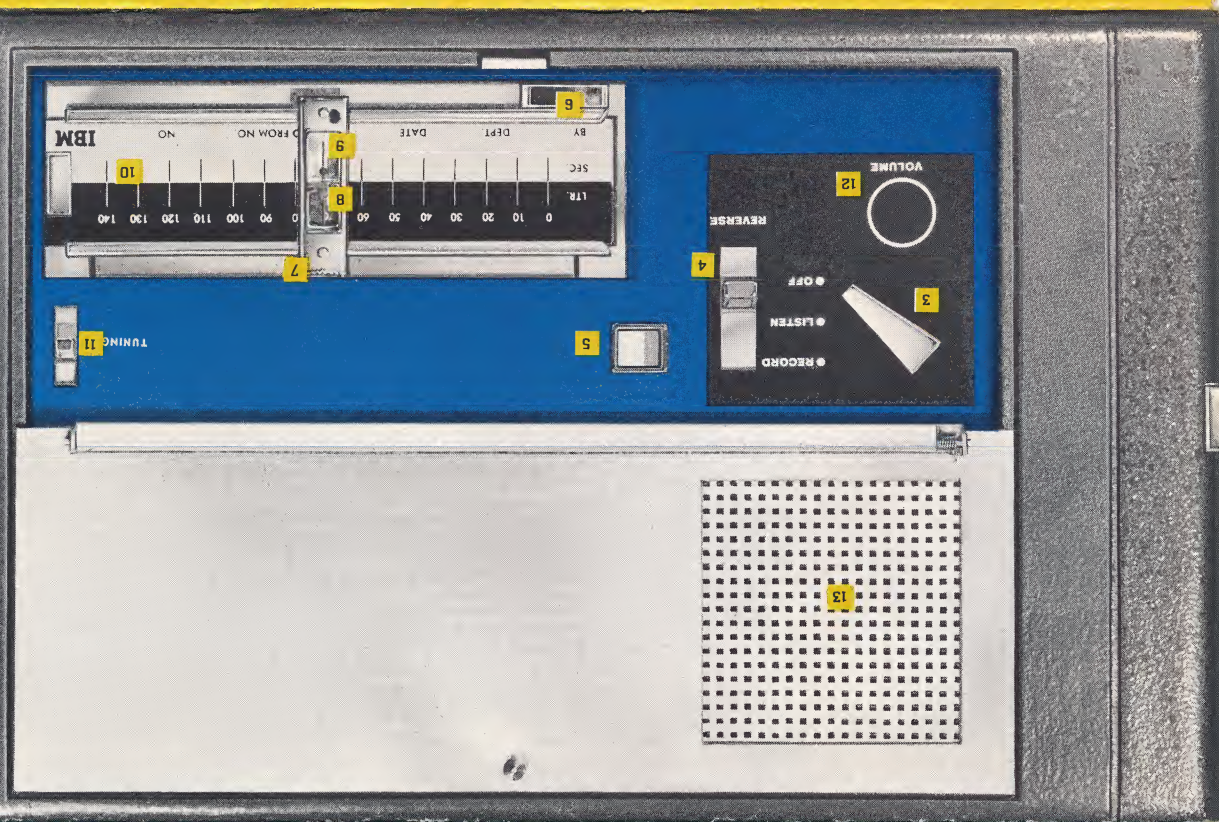
To replace the inexpensive batteries that power the IBM EXECUTARY Portable, simply press the Battery Door Release and remove Battery Door.

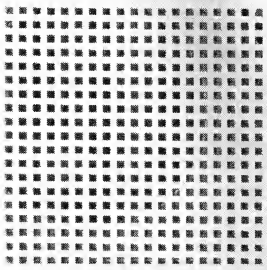


The IBM EXECUTARY Portable operates on its own Type C battery power. A 110-volt AC adapter, available as an optional purchase item, enables you to plug it into ordinary electric outlets.

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IBM

Operating Guide...
for the IBM Portable Dictation Unit

Complete Transcription Facility



For Dictation On The Go

Your IBM EXECUTARY Battery-Powered Portable combines its light, book-sized compactness with the operating flexibility of a full-performance dictation instrument. Notice the quickness, the precision response you get from each of these Portable features:

- 1 MICROPHONE** . . . tiny, self-storing, with a wrap-around cord . . . for recording . . . also permits privacy of playback even in public.
- 2 START-STOP CONTROL** . . . for split-second control of dictate and review functions . . . press in to start, release to stop . . . press up to lock the control for extended dictation or review.
- 3 SELECTOR** . . . turns the unit on and sets it for recording or listening.
- 4 REVERSE CONTROL** . . . light, fingertip pressure down on this control reverses the MAGNABELT, and permits you to return to any point in the recorded material . . . reverse control automatically shifts the Selector to listen.
- 5 BATTERY LIFE INDICATOR** . . . graphically shows the amount of life left in the flashlight batteries that power the Portable.
- 6 OPERATING INDICATOR** . . . Flashing yellow indicates that the belt is positioned and rotating properly.
- 7 SCANNER**—accurate, dual-purpose ac-

tion . . . (a) measures elapsed recording time . . . (b) when released, enables you to locate any phrase or thought instantly, anywhere on the MAGNABELT.

8 (LTR) END-OF-LETTER INDEX . . . your perforation indicates length of your letter to the typist.

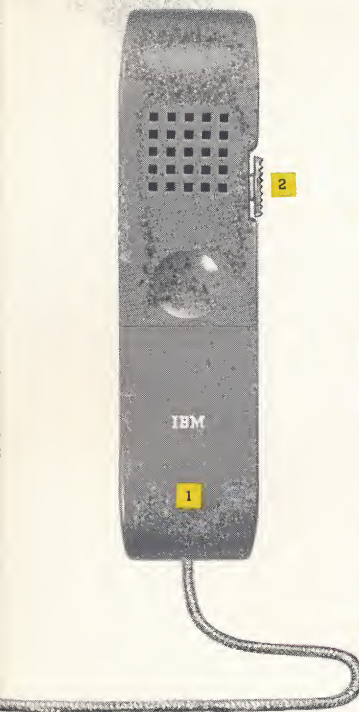
9 (SEC) SECRETARIAL INDEX . . . here, perforation locates the point on the belt at which typist will find special instructions.

10 INDEX SLIP . . . slides into holder . . . synchronized with IBM EXECUTARY office units . . . each mark indicates about 10 lines.

11 TUNER . . . Fine-line tuning for transcription.

12 VOLUME CONTROL . . . adjusts volume for playback only.

13 LOUDSPEAKER . . . for group listening. At a flick of the Speaker Selector (15) the loudspeaker affords a stronger playback than is possible through the microphone.



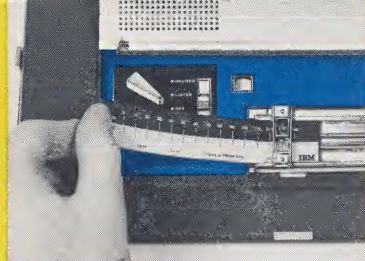
Playback Versatility

The IBM MAGNABELT contributes to the versatile performance of your new Portable. It is easy-loading and offers clear, easy-to-understand playback. Its magnetic recording principle permits you to erase errors by dictating over unwanted material and you can play back the same MAGNABELT on any instrument in the IBM line of dictation equipment—individual units, combination units or network systems.

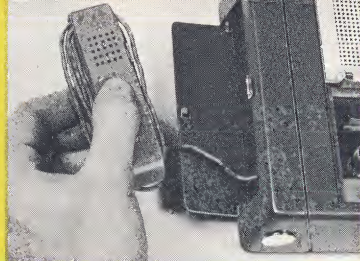
Two other Portable features contribute to the quality of its playback: its transistorized amplifier; and, its Automatic Gain Control feature, which almost-magically modifies whispers or shouts to normal sound levels.

Your Portable is rugged, too! Protective panels convert it into a completely self-enclosed, weather-resistant unit. Each panel snaps open at a light touch of the appropriate release. The Side Panel Release provides access to the microphone and to the Connection Box (pictured below in this brochure). The spring action of the Top Panel Release opens the Top Panel and holds it flat against the case. The Belt Cover Release opens the Portable when you want to insert a new belt.

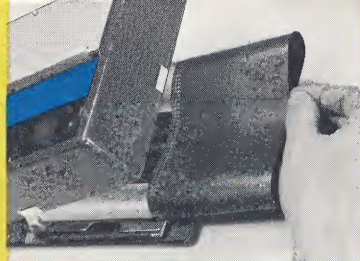




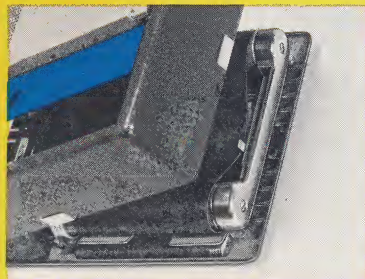
Slide the Index Slip into the holder until it reaches the stop at the right. Move the Scanner to "0" on the Index Slip.



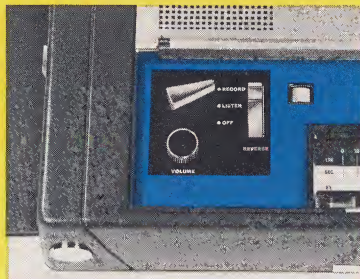
Remove the microphone from the Connection Box and select either Dictate or Conference position on the Conference Control. (16)



Open the Belt Cover and remove a MAGNABELT from the Belt Storage compartment beneath the Belt Rollers. Insert belt perforated edge first.



Secure the MAGNABELT under the tab-like Belt Clip.



To dictate, set the Selector at Record position. Press the Start-Stop Control on the microphone. The Operating Indicator flashes yellow if the belt is rotating properly.



To review, hold the Reverse Control down. The movement of the Scanner corresponds to the amount of review. The Reverse Control automatically sets your IBM EXECUTARY Portable for listening after pressing the Start Control on the microphone.

Transcription Versatility, Too

Plug the earset into the outlet.

Plug the foot pedal into the outlet.

Set the Speaker Selector to Mic.

Insert the MAGNABELT, perforated edge first, securing it under the Belt Clip.

Release the Scanner and move it to "0" on the Index Slip.

Move the Selector (3) to Listen.

Press the foot pedal to start the playback, release it to stop.

Adjust the Tuning and Volume Controls for a pleasing sound while listening to a portion of the belt.

Press the Reverse Control when you wish to review dictation.

The Connection Box

Five important controls and outlets are located in the Connection Box. They offer you the following conveniences:

- 14** EARSET OUTLET . . . for transcription, accommodates plug for earset.*
- 15** SPEAKER SELECTOR . . . choice of microphone or loudspeaker playback.
- 16** CONFERENCE CONTROL . . . for normal dictation, set at Dictate . . . to increase amplifier sensitivity, set at Conference.
- 17** MIC/FOOT PEDAL OUTLET . . . for transcription, the microphone may be removed and the plug for the foot pedal connected.
- 18** AUXILIARY POWER SUPPLY OUTLET . . . for the plug on the 110 volt AC adapter.*

*Optional purchase item.

